

**NATIONAL ADVISORY COUNCIL  
FOR OFFICE PROFESSIONALS**

**AND**

**ORGANIZATIONAL SECRETARIAL ADVISORY COUNCILS**

**ANNUAL REPORT – June 1, 2007/May 31, 2008**

**Prepared By**

**NATIONAL ADVISORY COUNCIL FOR OFFICE  
PROFESSIONALS  
AGRICULTURAL RESEARCH SERVICE  
U.S. DEPARTMENT OF AGRICULTURE**

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## Executive Summary

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### Overview:

The Council was hosted by the Midwest Area, the week of July 23-27, 2007, at the National Center for Agricultural Utilization Research (NCAUR) in Peoria, Illinois. The meeting was opened with a welcome by the Midwest Area Office staff and opening remarks by Associate Area Director Harry Danforth, Assistant Area Director Terry Nelson, and Deputy Area Director Diane Strub. The Council members were given a tour of NCAUR and an overview of the research conducted.

At the meeting, Council members held an informal icebreaker session to welcome new members. The Charter and NACOP Code were reviewed and updated, along with the Training Guide for office professionals, the Orientation Checklist, and the Mentoring Guidelines, all of which were posted to the NACOP website following the meeting. The Council reviewed accomplishments from the previous year and established goals for the coming Council year.

The Council continued to conduct monthly conference calls to work on goals and priorities. Initial planning discussion was held regarding plans to hold a national conference for ARS office professionals in 2009. The NACOP exhibit was on display for a month at Headquarters in Washington, DC, and at the Mid South Area Leadership Conference. As in past years, the display generated a great deal of interest in the Council and its activities and resources.

Respectfully submitted,

Patricia Berry, Senior Co-Chair  
Drusilla Fratesi, Junior Co-Chair

**Members of the 2007-2008 National Advisory Council for Office  
Professionals**

**Patricia Berry, HQ, Senior Co-Chair  
Drusilla Fratesi, MSA, Junior Co-Chair  
Veronica Laird, PWA, Ex-Officio  
Cathy Lonaberger, OA, Technical Advisor  
Rhonda Sampson, OCIO, Technical Advisor  
Elizabeth Jackson, NAL  
Heather Lewandowski, MWA  
Patty Coyle, NAA  
Wendy Jacobs, BA  
Shelia Jackson, SAA  
Barbara Hodges, SPA  
Diona Austill, NPA**

**Former members of the  
NSAC/NACOSP/NACOP are:**

**KATHY ARAGON, NPA  
MARIA ARCHER, NAL  
BRENDA AYSSENNE, MSA  
SANDRA BALL, NAL  
BARBIE BALLENGEE, PWA  
PRUNELLA BRANISH, NAA  
SHERRI BUXTON, MWA  
KAY CARR, SAA  
CARMELA CARRICK, HQ  
CLARICE CARTER, TECHNICAL ADVISOR  
JOYCE CRAIG, HQ  
LOUISE DALTON, NPA  
PHYLLIS DAVIS, NAA  
DEBRA DUCKWORTH, SAA  
TAMMY DURFEE BLAIR, PWA  
BRENDA ELSTON, HQ  
JANET FERST, HQ  
LIBBY FOUSE, PWA  
RHEA FRYAR-CALVERT, SPA  
MADELINE HALL, MSA  
NADINE HEIRS, BA  
TERRY HENRICHS, NAL  
SUE HURD, NPA  
BONNIE INGRAM, MWA  
MARCIA JENKINS, MWA  
CORY JENSEN, NPA  
OLGA LEE, NPA  
ANGIE MARCHETTI, HQ  
ELAINE, MCGUIRE, BA  
SHEILA MESSINEO, BA  
LINDA NEUENHAHN, HQ**

**OLIVIA PEDRAZA, SPA  
SHARON PETERSON, NPA  
ROSETTA PROCTOR, HQ  
JANNETTE SHUFORD-REEVES, NAL  
BETTY SIGLER, NPA  
MARY SILVA, NAL  
FRANKEE SIMPSON, SAA  
JOYCE SMITH, NAA  
MICHELLE SNOWDEN, HQ  
KRISTEN SOTER, BA  
QUEEN SPRIGGS, HQ  
ANNE STELLE, SPA  
CECELIA STORTZUM, TECHNICAL ADVISOR  
STEPHANIE LIVELY SULLIVAN, NAA  
GENEVIEVE SWARTZBERG, MSA  
KATHY TOWNSON, BA  
SUE THORNBURG, NPA  
RUTH TREAT, SPA  
LORI WILSON-VOSS, MWA  
TONI WALLS, TECHNICAL ADVISOR  
SANDRA WARREN, MSA  
SABRINA WHITLEY-FERRELL, SAA**

# NATIONAL ADVISORY COUNCIL FOR OFFICE PROFESSIONALS

## ANNUAL MEETING

**DATE:** July 23-27, 2007  
**Location:** Peoria, Illinois  
**Host:** Midwest Area

## 2006/2007 ACCOMPLISHMENTS

- **Mentoring Programs**  
Local councils were assisted in re-focusing their programs.
- **New Employee Orientation List**  
Orientation list was revised and posted on website.
- **Planning 2009 Conference**  
Planning process for the 2009 National Conference was started.
  - \*Conference name was decided – “Partnership for Success”
  - \*Two working groups for '06 conference were established
    - Publicity/Hospitality Committee
    - Program/Agenda Committee
  - \*Speakers for '06 conference were chosen by Council
  - \*Conference Agendas were designed
  - \*Break-out sessions and general session topics were decided
  - \*Menus for meals/breaks were tentatively planned
  - \*Site for conference was chosen
  - \*Non-monetary awards were voted on and chosen
- **Webpage**  
The webpage committee continued to update NACOP's webpage to ensure the information shown was correct and the most current.

- **Charter**  
Council members reviewed and discussed the Charter section by section with minor changes. The rotation of Council members had evolved so that in recent years there were as many as five new members and as few as one new member. An appendix containing a rotation schedule for Council positions was developed, at the Council's request, and added to the charter to ensure even distribution of new members each year. In addition to the rotation schedule, a timeline will be maintained as a history of the Council and will contain the years that Council members served. A historical record via pictures will be maintained as well.
  
- **PR ideas to promote NACOP**  
Developed and implemented ideas to promote NACOP across agency.
  
- **NACOP Notes**  
Continued publishing our quarterly newsletter. New features (employee spotlight, award winners, etc) were added to enhance NACOP Notes. The publication is distributed to each NACOP Council member who distributed to their area.

## **2007/2008 GOALS**

### **2009 Conference**

- \* Finalize cost comparison and submit request.
- \* Publicity/Hospitality and Program/Agenda Committees established. Responsibilities established and divided.
- \* Determine possible topics and speakers for general sessions and break-out sessions.

### **Website**

- \* Update and maintain website to promote up-to-date information. Technical Advisor to assist local councils to activate inactive websites and review links.

### **Keep publishing and distributing NACOP Notes.**

- \* Continue to evaluate for new ways to enhance and add information.

### **Update Training and Planning Guide on Website.**

- \* Outdated information needs to be current. Revise to include new courses and current methods available.

### **Review and update Resources Assistance List.**

- \* Replace retired/resigned individuals and update items to include.

### **Create historical record of NACOP.**

- \* Continue Timeline as historical record of time served by each council member and begin collection and categorization of pictures showing history of NACOP.

## **SECRETARIAL RECOGNITION PROGRAM**

### **ARS Secretary of the Year winners for 2007 were:**

Julia Cypriano, Beltsville  
Systematic Entomology Laboratory  
Plant Sciences Institute

Althea Hunt (GS-06 and above)  
Program Assistant,  
Cotton Chemistry and Utilization Research  
New Orleans, LA

Donna Signa (GS-05 and below)  
Program Support Assistant,  
Application and Production Technology Research Unit  
Stoneville, MS

Sandy Johnson - Midwest Area Secretary of the Year, 2006

## **Area: Beltsville (BA)**

### **Current Members:**

Donell Bladen, PSI, CSGCL (Co-chair)  
Laura Denice ANRI, Institute Office  
Elizabeth Hawkins, ANRI, SASL  
Tina Hunter, PSI, NGRL  
Wendy Jacobs, PSI, Institute Office (NACOP Technical Advisor)  
Linda Nix, BHNRC, FCHL (Senior Chair)  
Kisha Shelton, USNA (Recorder)  
Nichella Simms, BA, FMOD

### **2007 Accomplishments:**

Share Point training, presented by Greg Wilson, OCIO, AFM, March 26, 2007.

"Balancing Work and Family Life", April 18, 2007. This was for the 2007 Administrative Office Professionals Week and was a conjoined effort with our sister councils. The three councils that hosted this event were the National Agricultural Library Support Staff Advisory Council (NALSAC), the Headquarters Advisory Council for Administrative Professionals (HACAP), and BAASAC.

Foreign Travel training, "What Paperwork is Needed, and How to Fill it Out" presented by Nancy Gatdula, Travel Coordinator, BA, and Melissa Seibert, Executive Assistant, BA, November 27, 2007.

Personal Property Training, presented by Chizo Irechukwu, Personal Property Section, December 12, 2007. As a result of a property checklist that was devised by BAASAC, Tracy Wilson has incorporated that list with her BA Property Policies and Procedures on March 3, 2008.

### **2008 Goals:**

- Update the Charter.
- Keep the Website up-to-date.
- Update the Resource list.
- Reactivate a bi-yearly newsletter.
- Leadership Development Training
- Gov trip travel training

### **Secretary of the Year:**

Julia Cypriano  
Systematic Entomology Laboratory, Plant Sciences Institute

## **Area: Headquarters Advisory Council for Administrative Professionals (HACAP)**

### **Current Members**

Mary Goleski - Chairperson  
Cathy Widner – Co-Chairperson  
Darlene Yesudian - Webmaster  
Cozette Talib – Membership Chairperson  
Claudette Shields – Recorder  
Marcia Herbert  
Bonnie Lapelosa  
Jackie Kelly  
Krystle Kerr  
Collette Wood

HACAP represents everyone in the GS-318, GS-326, and GS-303 series from the following areas: Office of the Administrator which includes: National Program Staff (NPS); Office of International Research Programs; Office of Technology Transfer; Budget and Program Management Staff; Homeland Security; Civil Rights; Information Staff; Office of the Chief Information Officer; Office of Scientific Quality Review; Legislative Office; and Administrative and Financial Management (AFM).

All administrative professionals in those series are invited and encouraged to attend all meetings and events sponsored by HACAP.

HACAP has a representative on the National Advisory Council for Office Professionals (NACOP).

### **Accomplishments**

HACAP was reestablished in 2006. We revised the charter, changed the name, and increased the membership.

Accomplishments include:

1. Surveyed administrative professionals to determine how HACAP could be of help, i.e., training needs and to discover what would make them want to participate.
2. Participated in a joint workshop with Headquarters, , BARC and NAL
3. Updated and improved the HACAP Web site (includes links to GPO Style Manual and ARS Correspondence Manual).
4. Sponsored Resume/KSA training.
5. Held All-Hands meetings with Administrative Professionals to provide them with the

opportunity to ask for the training they need and to get ideas regarding what resources would help them with their jobs.

6. Brought to the attention of management the need for specific training.
7. We are in the process of planning an Annual Workshop Meeting for June 12.

## **Goals**

- Continue to provide training and information to all administrative professionals.
- Update the HACAP Web site.
- Continue to try to get more people involved in HACAP (by updating the Web site, creating a bulletin board, and holding more All Hands Meetings).
- Support NACOP as needed with their tentatively scheduled conference.

HACAP will continue its objective to serve the Office of the Administrator and Deputy Administrator, AFM, in an advisory capacity on new initiatives that impact AFM and Headquarters administrative professionals. We will encourage ongoing communication among administrative professionals, NACOP, and the administration, and advise the Office of the Administrator and Deputy Administrator, AFM, on matters relating to development, advancement, and recognition of Headquarters office support personnel.

## **Area: Mid South Area (MSA)**

### **Current Members:**

Tammy Dorman, Senior Chair, Auburn, AL  
Ann McGee, Junior Chair, Stoneville, MS  
Lynda Taylor, Recorder, Stoneville, MS  
Sydney Beaumont, New Orleans, LA  
Janice Boyd, New Orleans, LA  
Peggy Tubertini, Oxford, MS  
Marlene Coley, Stoneville, MS  
Donna Signa, Stoneville, MS  
Linda Fulton, Ex-Officio Member, Starkville, MS  
Drusilla Fratesi, Technical Advisor, Stoneville, MS  
Lucienne Savell, Webmaster, Oxford, MS  
Deborah Brennan, MSACOP Sponsor, Associate Area Director, Stoneville, MS

### **Accomplishments for June, 2007 to May, 2008:**

The Mid South Area Office Professionals (MSAOP) held their training conference May 15-16, 2007, in Oxford, MS. Training was offered to Office Professionals in conjunction with the conference covering topics such as: RPES, AIMS/ARIS, Outlook Migration, Foreign Travel, StarWeb, Budget and ARMPs, SharePoint and Performance Accomplishments. The NACOP tabletop display was borrowed and exhibited the week prior to the conference at the Leadership Conference in New Orleans, LA and during the MSAOP Annual conference. The Stoneville location displayed the information in their lobby for about a month. The Mid South Area Office Professionals also held their annual meeting immediately following the NACOP Annual Conference and Training.

The following individuals were chosen for leadership positions for the Council: Tammy Dorman, Senior Chair; Ann McGee, Junior Chair; and Lynda Taylor, Recorder.

The Charter was revised and approved by all Council members. The following changes were incorporated under "Objectives": (1) Objective seven was deleted since training is mentioned under number one. (2) Combined objectives six and eight. Changes will also be made under "Council Membership": (1) The Senior Chair and Junior Chair will immediately assume their roles after being elected at the annual MSAOP meeting.

The following individuals were chosen to fill vacancies (utilizing the Vacancy Announcement that was drafted in 2005/06) on the MSACOP Council beginning June 1, 2007: Donna Signa, Stoneville, MS, Peggy Tubertini, Oxford, MS, and Sydney Beaumont, New Orleans, LA.

Council teleconferences were held bi-monthly.

MSAOP information posters and brochures were updated and distributed to each Location for display. A SharePoint site was created for the MSAOP that offers access to community items such as: S.O.P., Photographs, 2006 and 2007 Charter, News Notes, and Meeting Minutes and was utilized for a survey in the fall of 2007 to discover topics of interest for training.

The Annual Operating Budget in the amount of \$3,000 was approved by the Mid South Area Director's office.

The MSAOP website (<http://msa.ars.usda.gov/osp>) has been improved and updated. Our Website includes the following basic information: (1) Mission and Goals, Membership List, Annual Reports, Helpful Links, News Notes, Charter, and MSA SOP's, (2) Current Annual Report, and (3) Synopsis of NACOP Conference.

The MSAOP News Notes has been distributed semi-annually with input from all Council members.

Congratulatory retirement and promotion letters have been sent to appropriate individuals.

The mentoring program for new office professionals is continuing in the Area.

### **Goals for June, 2007 to May, 2008:**

Four vacancies on the Council will be filled utilizing Vacancy Announcement drafted in 2005-2006. [3 vacancies filled]

The Council will recommend to the Mid South Area office that various types of training be made available for office professionals at no or little charge utilizing some of FY08 budget since conference will be held in FY09. [First 2 trainings held in April, 2008, by web cast with 44 people attending]

Will organize annual "New Office Professional Training." A committee (Ann McGee, Lynda Taylor, Janice Boyd, Lucienne Savell, Tammy Dorman, and new member) was appointed to plan and develop a core training outline. [Multiple planning conference calls held, web cast demonstrated for Council, planned and completed first web cast training]

News Notes will continue to be published semi-annually. [Published in August, 2007 and March, 2008]

Bi-monthly conference calls will continue. [Accomplished]

Our Poster, Brochure, and Roster will be updated as needed. [Accomplished]

Website will continually be updated so that it can be utilized as an up-to-date tool for office professionals. [Accomplished]

The Council will start pre-planning for the next Mid South Area Office Professional Training Meeting (date, location, etc.). [Timeframe alignment with NACOP meeting reviewed]

The Mentoring Program will be evaluated on its effectiveness. [Survey completed with the following results: 50% for continuing the program]

**Office Professionals of the Year:**

Althea Hunt (GS-06 and above)  
Program Assistant (Office Automation)  
Cotton Chemistry and Utilization Research  
New Orleans, LA

Donna Signa (GS-05 and below)  
Program Support Assistant  
Application and Production Technology Research Unit  
Stoneville, MS

## **Area: Midwest Area (MWA)**

### **Current Members**

Sherry Buxton, Co-Chair

Melissa Stiefel, Co-Chair

Ginger Walker

Brittney Mernick

Karen Burianek

Nancy Sanders

Stacey Carlson

Kim Meyers

Jenny Moses, Recorder

Ann Houser, Web Master

Heather Lewandowski, Ex-Officio, Current National Council Representative

### **Accomplishments**

- The PASTG has taken a leadership role in creating and maintaining an on-line Standard Operating Procedures (SOP) manual, a compendium of approved Agency procedures with examples, to assist the Midwest Area administrative support staff. The manual is an excellent training tool for recently hired and seasoned support staff, as well as an invaluable resource for new, revised, and current procedures. Other ARS areas regularly use the MWA SOP as a reference tool and have also used it to assist them in developing their own manuals.
- The MWA Mentoring Program: The PASTG composed a guide for mentors and appointed experienced mentors for new secretaries in the Area. All new MWA secretaries are assigned a mentor for a minimum of one year although the relationships usually continue beyond that time creating lasting support networks among MWA secretaries. All new support staff are brought into Peoria for training which is organized and led by the PASTG. This training was conducted in October of 2007 and March 2008. Key Area personnel also meet with the group to provide additional specialized training. Six mentees were trained this year.
- Temporary Assistance Program: The PASTG temporary support program was organized to provide support to units with secretarial vacancies. This program ensures that management unit offices operate smoothly when a permanent support position is vacated. The PASTG recruits volunteers from the secretarial team in the Area to serve in administrative assistance roles in the interim. This service has been recognized within the Area as essential to maintaining administrative workflow and research progress. This program was utilized in 2007 by one location.

- We continue to disseminate noteworthy news items in the PASTG Notes to all the office support personnel in MWA.
- 2006 marked the eleventh year of the MWA Secretary of the Year program. Sandy Johnson of the Pre-Harvest Food Safety & Enteric Diseases Lab, Ames, Iowa was selected as the 2006 MWA Secretary of the Year and was recognized at the MWA Leadership meeting held in November 2007 in St. Louis, Missouri.
- The training scholarship program is continuing to be utilized to a great extent within the Midwest Area. This program provides funding for training from the Area Office allowing employees to benefit from training that may not be possible due to financial constraints within their units. The scholarship application and information is available on the PASTG homepage.

## **Goals**

- Continue to update the Midwest Area PASTG Home Page and SOP Manual.
- Continue dissemination of noteworthy news items in the PASTG Notes.
- Continue Training Scholarship Program.
- Continue Temporary Assistance Program.
- Continue to offer training to new MWA office support personnel.
- Address initiatives as directed by the MWA Senior Management Team.

## **Secretary of the Year**

Sandy Johnson - Midwest Area Secretary of the Year, 2006

## **Area: North Atlantic Area (NAA)**

### **Current Members**

Approval from the Acting Area Director, NAA was received on the proposed restructuring and membership for the North Atlantic Area Council of Office Professionals.

An email message is being prepared to send to the NAA RLs and those individuals who will be covered by our Council notifying them of the plan and seeking nominations for representatives as outlined in the proposed charter.

Once the responses are received and reviewed, the proposed members will be selected by the Acting Area Director. A meeting of the new Council will take place shortly thereafter to establish roles, responsibilities, adopt the proposed charter, etc.

### **Accomplishments**

A new proposed charter, etc., has been prepared, reviewed, and approved. Input was also sought on revitalizing the Council from the administrative personnel at all NAA locations. The proposal was met with great enthusiasm from several volunteers. The process of selecting members for the Council is waiting on input from the RLs and administrative staff at the various locations in NAA.

### **Goals**

Once the membership of the new Council is decided, a meeting will take place to establish the mission, goals, projects, etc. We anticipate having the new Council up and running prior to July 2008.

### **Secretary of the Year**

The North Atlantic Area Office Staff Recognition Program did not recognize a winner for 2007 but at the current time is preparing to announce the 2008 Program.

## **AREA: NORTHERN PLAINS (NPA)**

### **Members of the 2007 Council included:**

Louise Dalton, Fort Collins, Colorado – Ex-Officio Member

Lori Dimmer, Fargo, North Dakota – Recorder

Olga Lee, Fort Collins, Colorado - Ex-Officio Member

Jill Miller, Sidney, Montana - Webmaster

Audrey Myers, Mandan, North Dakota – Chair

Linda Parnell, Clay Center, Nebraska - Secretary Welcome Packet Coordinator

Sharon Peterson, Grand Forks, North Dakota - Public Relations & Technical Advisor

### **Accomplishments**

- The Resource Assistant List was updated. This listing of secretaries, who voluntarily serve as mentors to other secretaries in specialized areas, is included in the Welcome Packet and is available to everyone on our Webpage.
- Provided NACOP with information for their quarterly newsletter.
- Developed a display for the NPA Leadership Conference April 2007 promoting NACOP & NPASAC.
- Sharon Peterson assumed the Media Public Relations responsibilities.
- Representatives from the Council served on the NPA Leadership Planning Committee and Council provided input into the Secretarial Session of the 2007 NPA Leadership Conference.
- Developed and distributed survey for feedback on the NPASAC Web site. Received positive feedback that will provide insight for future direction.
- The NPASAC revised the informational brochure about the Council.
- The NPASAC Web site was redesigned and exists on the ARSNET Web site.
- The 2007 version of the NPASAC Quick Reference Guide was updated and posted on the NPASAC's Web site.
- In October 2007, a New Secretary Orientation was held in conjunction with the New Scientist Orientation.
- The NPASAC met in October 2007. One council member, Sharon Peterson, resigned due to separation from ARS. The vacancy was filled by Diona Austill,

Miles City, MT, who will serve as NACOP Representative, Webmaster, and Media Public Relations. Two council members, Audrey Myers and Jill Miller, rotated off the council. The two vacancies were filled by Marianne McCaulay, Fort Collins, CO, and Susan Coombes, Brookings, SD. Susan was not able to take on the duties so another search will be made for a new member. Lori Dimmer assumed duties as Chair, and Marianne as Recorder.

- Linda Parnell continued to update, revise, and distribute the Welcome Packet to new NPA secretaries. On behalf of our Council, Linda called new secretaries to welcome them after sending them a Welcome Packet. Audrey Myers, Chair, followed-up with a welcome from the Council.
- The NPASAC was renamed to Northern Plains Area Council of Office Professionals (NPACOP) to better reflect our role in the current environment.
- The NPACOP charter was revised and signed by council members.
- NPACOP goals and action items were reviewed and revised.

## **Goals**

- The NPASAC was renamed to Northern Plains Area Council of Office Professionals (NPACOP) to better reflect our role in the current environment. The NACOP will be informed of the name change and all resources and references will be modified.
- A new member will be recruited to replace Susan Coombes.
- The ARS Files Management Guidebook needs updating. Our NACOP representative will bring this to the attention of the national council for their action.
- A standardized position description for office professionals needs to be addressed. Our NACOP representative will bring this to the attention of the national council for their action.
- Recommend to area DAD method of training for gov-trip and additional training for AIMS. Possibly have two training sessions to enable all office professionals the opportunity to attend.
- Research Ag-Learn training opportunities in order to make recommendations to NPA office professionals.
- The Resource Assistant List will be updated. This listing of secretaries, who voluntarily serve as mentors to other secretaries in specialized areas, is included in the Welcome Packet and is available to everyone on our Webpage.

- Provide handout on changes regarding Foreign Nationals processing and AIMS. Update the web site as appropriate.
- The web site will be changed over to Site Publisher as part of the NPA website.
- Council recommends that the front office send out an email to all NPA office professionals to advise them of departing and new office professionals.
- Increase awareness of NPACOP activities by making personal contact with all new NPA secretaries.
- Maintain/update office professional resources (i.e., the Quick Reference Guide, Brochure, and Web site) provided by the NPACOP and send a Welcome Packet to each new NPA office professional.
- Address requirements and requests from NACOP.
- Provide NACOP with information for their quarterly newsletter.
- New office professional orientation will be conducted in the Fall of 2008.
- Diona Austill will periodically submit items on NPACOP activities for inclusion in the Northern Highlights (NPA weekly briefing).

### **Secretary of the Year**

- This award is presented biannually. The next Secretary of the Year will be selected in 2008.

10/31/2007

## **AREA: Pacific West (PWA)**

### **Accomplishments:**

- Established “Buddy System”
- Established SharePoint site
- Updated color, tri-fold brochure
- Designed CD label for future use
- Reevaluated the focus and proposed distribution method of the PWA Office Support Handbook
- Designed PWA-OSAC magnets
- Updated the “Monthly Calendar of Forms/Tasks Due” as dates announced. The virtual calendar is in process due to web revisions
- Deferred OSP Teleconferences
- Expanded Website
- Distributed “Tip of the Month” in News Notes and posted to website. The “Tip of the Month” was incorporated into the PWA Net website by the PWA IT Manager
- Contacted individual support employees by Council members to promote the Council’s mission, encourage participation and application to be a Council member
- Implemented Council member recognition
- PWA OSAC’s mentoring program was emulated by PWA AOs and RLs

## **AREA: South Atlantic (SAA)**

The mission of the South Atlantic Area Advisory Council for Office Professionals (SAA-ACOP) is to serve the Office Professional, Research Leaders and Area Management in an advisory capacity. Our goal is to strengthen the professional bond between Office Professionals and management through improved communication, enhanced training, and establishment of a working mentoring and orientation program.

### **Council Members for 2008 are:**

Debbie Roland – Chair (2/04) 2 years

Wanda Rohrer – Co-chair (2/04) 2 years

Maribel Roldan, Mayaguez, P.R. – Webmaster (2/06) 2 years

Connie Bryant, Raleigh, NC – Recorder (2/06) 2 years

George Lee, Miami, FL – Historian (2/05) 2 years

Debbie Ambrose, Winter Haven, FL – Newsletter Editor (2/06) 3 years

One member (vacant) 2 years

Shelia Jackson, Athens, GA – Technical Advisor (determined by length of NACOP membership)

### **2007 ACCOMPLISHMENTS**

- Mentoring/Orientation Program (mentored 24 including 2 from outside SAA).
- List of nominees presented for consideration. The SAA-ACOP council consists of eight members and the Technical Advisor. We have two vacancies at present.
- Presented the “2007 Office Professional of the Year Award” – Betty Bracey, Area Office, Athens, Ga.
- Reviewed, updated employee titles, and signed 2007 Charter
- Distributed SAA-ACOP brochure to South Atlantic Area locations.
- Sent Newsletter
- Scholarship application was reviewed, updated, and approved.
- Held conference calls to continue council business throughout the year
- Sent completed Travel Guide to Val Farmer for review with changes and was revised.
- Prepared Travel Card Do’s and Don’ts brochure for Employees
- Prepared Travel System Function Key Guide: Quick Reference Guide
- Revised brochure to include edits of new email addresses and members
- 

### **GOALS: March 2008 – February 2009**

- Revise travel guide for office professionals to include new GovTrip program
- Streamline and strengthen mentoring program

- Strengthen welcome program of new office professionals to ARS-SAA by reviewing job announcements and notice in Newsletter
- Send welcome package to new office professional employees
- Upload our website updates to the Internet
- Participate in planning 2008 Leadership Conference
- Update Presentation Board for 2008 Leadership Conference
- Request for purchase and distribution of SAA ACOP lapel pins to be presented on 2008 Office Professional's day
- Print revised brochure and distribute with travel card do's and don'ts to all SAA office professionals
- Rework logo for travel guide cover page
- Establish bi-monthly conference call schedule last Thursday of every other month beginning in May, 2008 at 10:00
- Send Newsletter

## **Area: Southern Plains (SPA)**

### **Current Members**

Justine M. Flowers – Chair  
Susan Daughtry – Co-Chair  
Beverly Keller – Recorder  
Beth Holt – Training Coordinator  
Susan Daughtry – Information Coordinator  
Karen Wilcox – Webmaster  
Anne Steele – Permanent Member  
Barbara Hodges – NACOP Representative  
Davee Crowell – Ex Officio

### **Accomplishments**

- Continued sending the Newsletter to RLs, CDs, etc., with new features highlighting an Office Professional and his/her impact and “Ask Smurfy” by Ruth, Area Program Analyst, to answer questions concerning all things ARIS.
- New Employee packets were updated and sent to all new Office Professionals in the Southern Plains
- Quarterly teleconferences were held
- Training Coordinator is now responsible for the SPA ACOP Scrapbook
- Continued to promote the Scholarship and Shadowing Programs
- A Survey was developed and distributed to all Office Professionals/RL’s to learn how the council and office professionals could interact more efficiently.
- Mastergardner event at the SPA Leadership Conference

### **Goals**

- Continue to promote SPA ACOP!
- Major revisions to the SPA ACOP website.
- Update the SPA ACOP manual online
- Continued distribution of the Newsletter
- Add Program Analyst as a Permanent Advisory Member

# **NATIONAL ADVISORY COUNCIL FOR OFFICE PROFESSIONALS**

## **ANNUAL MEETING**

**DATE:** June 24-26, 2008  
**Location:** Albuquerque, NM  
**Host:** Site Visit

The Council met the week of June 23-27, 2008, in Albuquerque, New Mexico. Albuquerque was selected for the meeting to coincide with the site selection committee visit to hotels for the proposed 2009 annual conference. The members were welcomed by Cecilia Padilla-Quillen, Director of Convention Services for the Albuquerque Convention and Visitor's Bureau. New Council members were introduced and a teambuilding session was conducted by Phil Smith, Safety and Occupational Manager in the Southern Plains Area.

Members reviewed the charter, brochure, pictorial scrapbook and website. Members worked on annual reports and discussed revised due dates. The Council reviewed accomplishments from the previous year and established goals for the coming Council year. Details for the proposed 2009 conference were finalized, including selection of dates, recommended meeting facility and hotel, preparation of a draft agenda, suggestions for tentative internal speakers, selection of an outside speaker, and logistical items.

## **2007/2008 Accomplishments**

### **2009 Conference**

- \* Cost comparison was revised. Preliminary information was submitted to sponsor for review. Final request should contain figures for FY 09, so costs will be revised before final submission.
- \* Site visit for requested city to be combined with annual meeting for June, 2008.
- \* Publicity/Hospitality and Program/Agenda Committees established. Responsibilities were determined and divided between the committees.
- \* Determined preferred topics and tentative speakers for general sessions and break-out sessions.

## **Website**

- \* Website was reviewed during annual meeting and during the year that followed. The site was updated and maintained as necessary to promote up-to-date information. Technical Advisor for each local council worked with members to connect their inactive websites and reviewed links.

## **Keep publishing and distributing NACOP Notes.**

- \* Continued distribution of NACOP Notes, with brainstorming and evaluation for new ways to enhance and add information.

## **Update Training and Planning Guide on Website.**

- \* Outdated information was removed, new courses and methods for training were added and contact information was made current. Newly edited version was posted on website.

## **Review and update Resources Assistance List.**

- \* List was reviewed. Items no longer relevant were removed and new items were added. Individuals who were no longer with the Agency were replaced. The revised list was posted on the website.

## **Create historical record of NACOP.**

- \* A new historical record through pictures was begun. Binders to maintain the collection were purchased and identification and labeling of the pictures was initiated. Members explored several options to utilize former members to help collect pictures and help identify individuals in pictures already in the collection.

## **2008/2009 Goals**

### **Work towards 2009 Conference**

- Finalize cost comparison and submit request
- If approved, the Publicity/Hospitality and Program/Agenda Committees to carry out responsibilities to finalize topics, verify availability of speakers, distribute invitations and handle registration, prepare agenda and certificates, gather needed audio visual equipment, select menus, order non-monetary items, prepare name tags, assign breakout sessions and handle logistics for the conference.
- Following meeting, committees to handle acknowledgements, letters of appreciation, and evaluations.

### **Review NACOP Website**

- Continue to update and maintain website to promote current information and assure links are active.

### **Continue NACOP Notes**

- Continue to distribute information through NACOP Notes while evaluating interest and relevancy.

**Increase awareness of NACOP through use of displays.**

- Continue to promote use of the two Council displays during area events.

**Develop historical record**

- Organize pictures collected and identify individuals.
- Update timeline to include time served by each council member.

**Update NACOP brochure**

- Revise information on brochure and make available to office professionals.

**Link to information developed by local councils (115, foreign travel, foreign visitors, etc.)**

- Develop methods to distribute information put together in quick-reference format by local councils.

**Form Annual Report Committee to ensure June-May timeframe is met. Committee will be Ex-Officio, Co-Chairs plus one.**